

Guide to the NJHC Project Grant and Minigrant Declaration of Intent to Apply on SAGE

This guide will assist you in the process of creating, completing, and submitting your SAGE Declaration of Intent to apply for a Project grant or Minigrant from the New Jersey Historical Commission for the 2015 fiscal year. For further information about these grants, please consult the grant guidelines available on the Commission's website at <http://history.nj.gov>.

Getting Started

Before creating an application, all applicants must first create, complete, and submit a Declaration of Intent to apply (DOI). The DOI is not a competitive application, and is used only to determine eligibility.

Before creating a DOI, all applicants must first register with SAGE and your account must be validated. If you have not yet registered for SAGE, please consult the Orientation to SAGE guide on the Commission's website at <http://history.nj.gov>. If you have registered, but have not yet been validated, please contact the Commission at (609) 292-6062.

New Applicants

Before creating a DOI, all new applicants must enter in and confirm necessary contact information. ***New applicants that do not take this step will not be able to submit their DOI.*** To enter in and confirm this information, you should first log in to SAGE. This will take you to the MAIN MENU (shown below).

To enter in and confirm your personal contact information, click on the 'View/Edit My Information' link located in the *My Information* box in the top right corner. To enter in and confirm your organizational information, please click on your organization name in the *My Organizations* box, located below the *My Information* box. When filling out your organizational information, do not forget to click the 'Additional Profile Information' link.

Remember to click the SAVE button before navigating away from any page. Information that is entered into any form will not be saved unless you click the SAVE button.

Returning Applicants

All returning applicants should check and, if necessary, update their individual and organizational contact information before beginning a DOI. The contact information that is listed in SAGE will be the contact information used to address all automatically generated emails and other correspondence. If this information is missing or out of date, the NJHC will not be able to keep you informed about important announcements and approaching deadlines.

To confirm your contact information, you should first log in to SAGE. This will take you to the MAIN MENU (shown below).

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

DO5 DOI: User: Logout

Main Menu

MY DOCUMENTS

Use the tree system below to view all your documents associated with a particular display filter. Selecting the '+' will expand the view under each folder. Use the drop-down box to filter your documents.

Show

My Active Documents

GO

- HC
- HC
- HC
- HC
- HC
- HC

MY INFORMATION

Name
Title
Address City, New Jersey 55555
Phone Number (555) 555-5555
Email Address
Username
[View/Edit My Information](#)

MY ORGANIZATIONS

Name	Role	Accounts
NJHC-POS	HC Program Manager	jhu

MY MESSAGES

You have no unread system messages.
[View all system messages](#)

SYSTEM INFORMATION

- System Administrative Links

To confirm or change your personal contact information, click on the 'View/Edit My Information' link located in the *My Information* box in the top right corner. To enter in and confirm your organizational information, please click on your organization name in the *My Organizations* box, located below the *My Information* box. When filling out your organizational information, do not forget to click the 'Additional Profile Information' link.

Remember to click the SAVE button before navigating away from any page. Information that is entered into any form will not be saved unless you click the SAVE button.

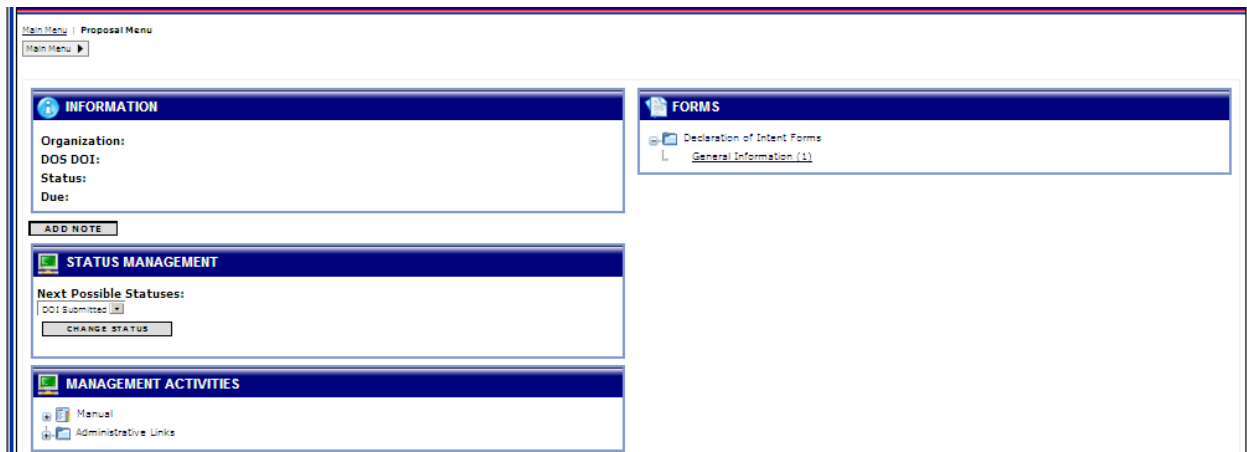
Creating Your Declaration of Intent

After filling in or updating your contact information, you may begin your DOI. The link to create your DOI will be found in the *My Documents* box in the top left corner of the MAIN MENU.

Locate the folder for the grant you wish to apply for. Click on that folder, and then click on the 'Create New' option located below that folder.

The DOI Proposal Menu

After clicking the “Create New” link, follow SAGE’s prompts. Once you have done so, you will be brought to your DOI’s PROPOSAL MENU, shown below.

The screenshot shows a web application titled "Main Menu | Proposal Menu". On the left, there is a "Main Menu" dropdown. The main content area is divided into three sections: "INFORMATION", "STATUS MANAGEMENT", and "MANAGEMENT ACTIVITIES". The "INFORMATION" section displays fields for "Organization:", "DOS DOI:", "Status:", and "Due:", along with an "ADD NOTE" button. The "STATUS MANAGEMENT" section shows "Next Possible Statuses:" with a dropdown menu currently set to "DOI Submitted" and a "CHANGE STATUS" button. The "MANAGEMENT ACTIVITIES" section contains links for "Manual" and "Administrative Links". On the right side, there is a "FORMS" section with a link to "Declaration of Intent Forms" and a sub-link "General Information (1)".

The *Information* box displays your organization’s name, the grant number associated with your DOI, your DOI’s current status, and the due date for your DOI.

The *Status Management* box will appear under your *Information* box. Please note that this is the tool you will use to submit or otherwise change the status of your DOI. The status shown in the drop-down menu of your *Status Management* box is **NOT** the current status of your DOI; the drop-down menu is only a list of status options for you to select. The current status of your DOI can be found in the *Information* box.

Below your *Status Management* box, you will see your *Management Activities* box. This box contains links that will allow you to view the status history of your DOI, view the modification history of your DOI, grant other active SAGE users the ability to view, edit, or submit your DOI, as well as other, less frequently used options.

Below your *Management Activities* box, you will find a *Related Items* box. As new grant pages are created after submission of your DOI, this box will contain links to those other pages that are associated with your DOI, such as the application itself.

Finally, you will find your *Forms* box on the top right hand side of the PROPOSAL MENU. This is where your DOI General Information form is located. This is the only form you will need to complete for your DOI.

When you see a (1) next to any form in the *Forms* box, it indicates that you have entered information into the form. When a 🍷 symbol appears next to a form, it means that you have entered information into the form, but the form is still incomplete or contains errors that must be corrected. The 🍷 symbol will not appear until after the first time that the form has been opened and saved.

Always remember to save your work by clicking the SAVE button after updating the forms. Any information that has not been saved will not be retained after you navigate away from or leave a form.

The General Information Form

This is the only form you will need to complete for your DOI. The initial components of this form are shown below.

[Main Menu ▶](#) [Actions ▶](#) [DOS DOI Menu ▶](#)

[SAVE](#) [SAVE/NEXT](#) [DELETE](#) [VIEW PDF](#) [FIRST](#) [PREVIOUS](#) [NEXT](#) [LAST](#)

You are here: > Declaration of Intent Forms

GENERAL INFORMATION

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the **SAVE** button.
- To proceed to the next page you may click the **NEXT** button or use the Related Pages section at the bottom of the page
- To return to the DOS DOI Menu click the **DOS DOI Menu** link above.
- To return to the Proposal Menu click the **Application Menu** button above.
- For NJHC guidelines, instructions, and additional information, please see the Commission's [website](#)

Project Title: *

* Check One:

☐ Minigrant

☐ Project Grant

The MAIN MENU and DOS DOI MENU buttons located at the top of the screen can be used to navigate back to your MAIN MENU. The ACTION button will allow you to perform many of the same functions that the *Management Activities* box on your PROPOSAL MENU performs.

Below the MAIN MENU, ACTION, and DOS DOI MENU buttons, there is another row of buttons. The SAVE button will save information in the form and will update the form. The SAVE/NEXT button will save information in the form, will update the form, and will then navigate to the next form (please note that, in the case of the DOI, there is no next form). The FIRST, PREVIOUS, NEXT, and LAST buttons will navigate to the first, previous, next, and last forms of the DOI (again, please note that, in the case of the DOI, there is only one form).

The 'Project Title' field of the DOI is a required field, as indicated by the * next to the text box. You must enter information into this field to submit your DOI. You may give your Project grant or Minigrant any title that you choose.

You must select one of the following options for your DOI: Project grant or Minigrant. Each kind of grant comes with specific requirements, funding levels, and expectations, and you should consult the Commission's grant guidelines to ensure that you choose the appropriate option.

Once these components are complete, you may move on to the following section, shown below.

Name and Address

Phone:
Fax:

Legislative District:

Email

Website:

Note: The above name and address should represent the primary organization associated with your FEIN number and is where all payment vouchers and payments will be sent. (For some applicants who are members of larger organizations including counties, municipalities, and universities, this might be different from the actual name and address of your organization).

Please enter the authorizing official and organization name and address that should be used for all OTHER program documents (not including payments) and correspondence below. (This will not change your name and address in the New Jersey Treasury database. If the above name and address is incorrect, you need to contact the Treasury Department directly. If the above name and address is correct, please copy and paste it below.)

Authorizing Official: * First Name: * Last Name: *

Organization/Individual Name: *

Street Address: *

City: * State: * Zip: *

Phone: * Fax:

Email: *

Website:

Type of Applicant

☐ Individual

(Applicants for teaching proposals must complete the Teaching Grant Applicants section.)

☐ Institutional

(Complete the Institutional Applicants section and, if for teaching projects, the Teaching Grant Applicants section.)

Your name, address, phone number, fax number, legislative district, email address, and website do not have text fields for you to enter information into. These fields will import from the information you supplied in your *My Organizations* box after you click SAVE for the first time. If you did not fill in the fields in your *My Organizations* box, or this information has since changed, please see the section of this guide titled “Getting Started.”

As many of our grantees are divisions of larger agencies, who do not necessarily share the same mailing address and contact information, you will also need to complete the required fields located after your name, address, phone number, fax number, legislative district, email address, and website. Please make note of the text above these fields when completing this information.

You must indicate whether you are applying on behalf of yourself as an individual, or on behalf of an organization/institution.

Once these components are complete, you may move on to the following section, shown below.

Type of Organization

- ☐ Historical Society
☐ Museum
☐ Historic Site
☐ Library/Archives
☐ County/Local Agency
☐ Other

*Year Established:

*Accredited by American Association of Museums? ☐ Yes ☐ No

*Federal ID #:

Fiscal Year End:

Charities reg. #

Type of Project

IndividualsOrganizations

<input type="checkbox"/> Conservation of Historic Materials	No	Yes
<input type="checkbox"/> Educational Initiatives	Yes	Yes
<input type="checkbox"/> Digitization	No	Yes
<input type="checkbox"/> Exhibitions	No	Yes
<input type="checkbox"/> Media (Film, Videotape, Radio)	Yes	Yes
<input type="checkbox"/> Public Programs	No	Yes
<input type="checkbox"/> Publications (Do <u>not</u> check for NJ350 Publication Initiative)	Yes	Yes
<input type="checkbox"/> Research	Yes	Yes
<input type="checkbox"/> Smith Fellowship	Yes	No
<input type="checkbox"/> Website Development	No	Yes

If you are an organizational applicant, please select an organization type. The Commission is aware that many organizations serve more than one of the functions offered. Please select the option that best describes your group's primary activity. Your selection will not negatively impact your application or your eligibility for specific projects, regardless of your choice.

The year established, federal ID, fiscal year end, and charities registration fields are all required fields that do not have text fields for you to enter information into. These fields will import from the information you supplied in your *My Organizations* box after you click SAVE for the first time. If you did not fill in the fields in your *My Organizations* box, or this information has since changed, please see the section of this guide titled "Getting Started."

Please select the project type that best describes the activities you are seeking a grant for. You may select more than one project type. Please be aware that individuals and organizations are not eligible for all project types. Additionally, different project types may require different forms of documentation in your application. For more information about eligibility and specific requirements for project types, please consult the grant guidelines available on the Commission's website at <http://history.nj.gov>.

Once these components are complete, you may move on to the following section, shown below.

*In the space below, briefly summarize the project. This summary does not substitute for the project narrative.

0 of 1500

Grant period: to *

(See NJHC guidelines for grant period restrictions)

Budget Summary

Total requested from the NJHC

Match

Organizations with annual operating budgets of at least \$500,000 (and all divisions of such organizations) are expected to show a match. See NJHC guidelines for further information on matching requirements.

Portion of Total Requested from NJHC for general operating costs of project:

(only for groups that do not hold a General Operating Support grant for the current fiscal year)

Portion of Total Requested from NJHC for project use:

These fields are required, but are not binding. You will have the opportunity to change them, and any other portion of your DOI, in the application.

Your grant period must begin after the Commission is scheduled to announce grant award for the current grant round. The Commission cannot fund retroactively; it will not fund work performed before this date. Grant awards for the FY 2016 cycle will be announced in early July 2015, so your grant period should not begin before July 31, 2015. You may end your grant at any date of your choice, but please be aware that this date should be reasonable and justified in your application narrative. All grantees are limited to only one extension of no more than six months.

When completing your budget summary, please be aware that Project grants and Minigrants have different funding limits and that some organizations may be required to supply matching funds. For a discussion of those limits and for more information on matching funds, please consult the grant guidelines available on the Commission's website at <http://history.nj.gov>.

Organizations that do not have a current General Operating Support grant from the NJHC may use up to 25% of their grant award for general operating costs related to grant activities. Organizations that do have a current General Operating Support grant from the NJHC may not use any grant funds for general operating costs. The amount of money allocated to general operating costs and the amount of money allocated toward project use must add up to the same amount as the total grant request.

Once these components are complete, you may move on to the final section of your General Information form, shown below.

Institutional Applicants: complete the following.

Project Director:	<input type="text"/>	First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Street Address:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>	Email:	<input type="text"/>
Position with Applicant:	<input type="text"/>				
Chief Financial Officer:	<input type="text"/>	First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Institution's Annual Budget:	<input type="text"/>				
Number of Members:	<input type="text"/>				

Teaching Grant Applicants: complete the following.

Department Chairperson:	<input type="text"/>	First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>				

All Applicants: complete the following.

Have you applied for or received other grants to help support this project? If so, please list them and the organizations that administer them.

0 of 1500

If you have received a grant from the Historical Commission in the last 5 years, state for each grant the year of the grant, the amount awarded, and the type of grant (General Operating Support, Project Grant or Minigrant).

0 of 1500

SAVE **SAVE/NEXT** **DELETE** **VIEW PDF** **FIRST** **PREVIOUS** **NEXT** **LAST**

Organizational applicants must complete the section titled 'Institutional Applicants'.

Individual and Organizational applicants that intend to apply for a grant to create materials for a specific educational institution must complete the section titled 'Teaching Grant Applicants'.

Please respond to the text fields in the 'All Applicants' section as needed.

Do not forget to click the SAVE button once your DOI form is complete. If there are any errors on your completed DOI form, an error message will appear in a red box at the top of the screen. Please correct these errors before submitting your DOI.

Submitting Your DOI

Once your DOI is complete and free of errors, you may submit it to the NJHC. The first step in this process is to go to the PROPOSAL MENU. You can navigate to your PROPOSAL MENU from your General Information form by clicking the box titled DOS DOI MENU at the top of your General Information form.

From your PROPOSAL MENU, locate the drop-down menu in your *Status Management* box. Select the status that you want your DOI to be in, then click the GO button. SAGE will ask you to confirm this action.

DO NOT FORGET! The status displayed in the drop-down menu of your Status Management box is NOT the current status of your DOI. The current status of your DOI is displayed in your *Information* box and can be viewed by clicking on the ‘Status History’ link in your *Management Activities* box.

No applicant will be able to proceed to the application stage until the DOI is submitted and approved by NJHC staff. Applicants that do not submit their DOI before posted deadlines may become ineligible to apply for a grant in the current round, even if the DOI is complete.

Once your DOI is submitted, it will be reviewed by NJHC staff. If it is approved, you will receive notification from SAGE and you may begin your application at that time. If staff has questions about the eligibility of your DOI, you may be contacted using the contact information you have provided.

The contact information that is listed in SAGE will be the contact information used to address all automatically generated emails and other correspondence. If this information is missing or out of date, it is likely that you will not be notified when your DOI is approved and you may also miss notifications about important announcements and approaching deadlines. If you did not complete and confirm your contact information from the MAIN MENU before beginning your DOI, please see the section of this guide titled “Getting Started.”